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12 AUG 1971

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Electrical Power Conservation in Federal Buildings

REFERENCE : GSA Bulletin FPMR D-80 dtd July 19, 1971 to Heads of Federal Agencies, Subject: Action plan for conservation of electricity

1. This memorandum contains a recommendation for your approval; such recommendation is contained in paragraph 5.

2. Due to the continuing problem of meeting the public's requirements for electrical power, especially during the summer months with the resulting voltage reductions, brownouts, and possible blackouts, the Office of Emergency Preparedness has developed plans to reduce consumption of electrical power in the Federal Government. The General Services Administration's Public Buildings Service has been designated as the coordinating office for the Government Conservation Group and has prepared the reference which calls for the support of management officials, facility managers, and the individual Federal employee in taking necessary conservation measures at each respective level.

3. The Logistics Services Division, Office of Logistics, is currently working out the necessary plans, in coordination with the appropriate levels of GSA, to achieve electrical conservation in Agency-occupied buildings in the Metropolitan Washington area so that operational integrity is maintained. This action will result in setting the necessary priorities for load shedding in a manner that is compatible to our operations rather than submitting to a unilateral plan that has been selected by the GSA buildings managers.

4. It is also necessary to inform the individual employee of this electrical conservation program and what he can do to help. Accordingly, the attached Employee Bulletin has been prepared.

SUBJECT: Electrical Power Conservation in Federal Buildings

5. Approval is recommended for the distribution of Attachment 2 as an Employee Bulletin.

25

Acting Director of Logistics

2 Atts:
Att 1: Reference
Att 2: Suggested Employee Bulletin

The recommendation contained in paragraph 5 is approved. However the last two words of the first paragraph of the Bulletin should be eliminated since "this summer" is about over.

John W. Coffey
Deputy Director
for Support

Date

Distribution:
Orig - OL/RECD w/Atts via D/L
2 - DD/S w/Atts Chrono Subject

Att 1

RE-C

GENERAL SERVICES ADMINISTRATION
WASHINGTON, DC 20405

July 19, 1971

GSA BULLETIN FPMR D-80
PUBLIC BUILDINGS AND SPACE

TO : Heads of Federal Agencies

SUBJECT: Action plan for conservation of electricity

1. Purpose. This bulletin transmits an action plan for the use of management officials, facility managers, and individual Federal employees to assist in the conservation of electricity to reduce to a minimum the possibility of electrical brownouts and blackouts during peakload periods.

2. Expiration date. This bulletin contains information of a continuing nature and will remain in effect until canceled.

3. Background. The Government Conservation Group, under the direction of the Joint Board on Fuel Supply and Fuel Transport, Office of Emergency Preparedness, Executive Office of the President, has developed plans for all levels of Government to reduce electrical power consumption in the summer months.

4. Agency action. Agency heads should disseminate copies of the action plan (attachment A) to responsible management officials and facility managers. Agency heads should make available to individual Federal employees that portion of attachment A containing the message to all Federal employees signed by the Administrator of General Services on July 1, 1971, and the list of responsibilities of individual employees. To derive maximum benefits from the plan, it is essential that all agencies give their complete support and cooperation in ensuring that property managers and others having responsibilities for management or operation of real property follow procedures as established in the plan. The performance of each Government facility with respect to energy conservation is particularly important because of the example it sets for the community.

5. Coordination. The Office of Buildings Management, Public Buildings Service, General Services Administration, has been designated as the coordinating office for the Government Conservation Group. Matters of concern should be directed to that office which is located in Room 7911, GSA Regional Office Building, 7th & D Streets, SW., Washington, D C 20407.

A. F. SAMPSON
Commissioner, Public Buildings Service

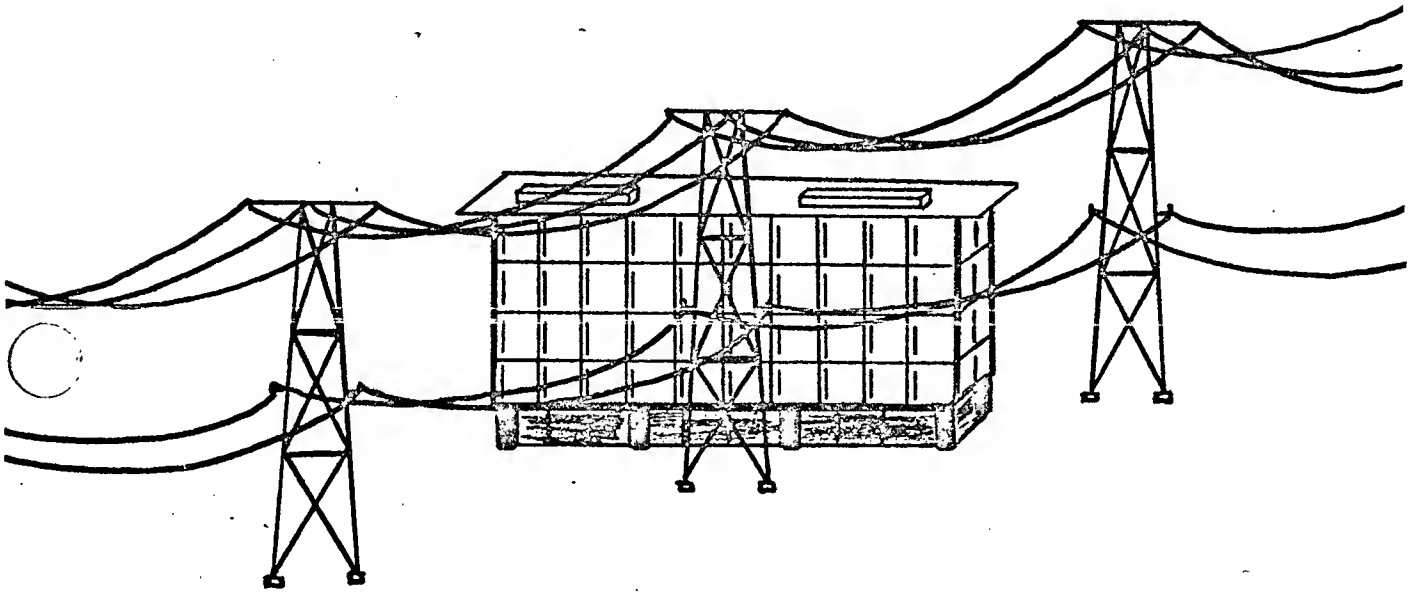
Attachment

GSA

01 1 4004

GENERAL SERVICES ADMINISTRATION

GOVERNMENT CONSERVATION GROUP



ACTION PLAN FOR POWER CONSERVATION IN FEDERAL FACILITIES

SUMMER 71

UNITED STATES OF AMERICA

GENERAL SERVICES ADMINISTRATION

WASHINGTON, D.C. 20405

JUL 1 1971

A MESSAGE TO ALL FEDERAL EMPLOYEES

The Nation today faces increasing demands for fuel and power, with the greatest impact being felt in the East Coast corridor from Boston to Washington. A recent survey conducted by the Joint Board on Fuel Supply and Fuel Transport, under the direction of the Office of Emergency Preparedness, Executive Office of the President, has indicated that critical shortages of electric power are possible in many areas of the country this summer.

This critical situation makes it imperative that all Federal employees, under the guidance provided by the heads of agencies, cooperate in the overall effort to conserve electric power and reduce the incidence of blackouts.

In order to assist in this effort, the General Services Administration has accepted the chairmanship of the Government Conservation Group which has developed an Action Plan for Power Conservation in Federal facilities during periods of emergency.

Pertinent sections of this plan are provided for your guidance. They identify the conservation measures which should be taken by management officials, facility managers and the individual Federal employees.

The responsibility for implementation of the plan at field installations will be coordinated through the Office of Emergency Preparedness Regional Boards chaired by the Regional Directors of OEP.

This message is intended to inform all Federal employees on how they can help their country by conserving electric power this summer. I urge all of you to follow the recommendations included in the plan and to cooperate with your facility manager in avoiding blackouts this summer.

ROBERT L. KUNZIG
Administrator, General Services

Keep Escalators in Your Future. Walk Up Stairs.

GOVERNMENT CONSERVATION GROUP

ACTION PLAN FOR POWER CONSERVATION IN FEDERAL FACILITIES

Summer 1971

I. INTRODUCTION:

General George A. Lincoln, Director of the Office of Emergency Preparedness, has said, "Electricity is the lifeblood of our high energy civilization." Unfortunately unless special measures are taken there may not be enough electric power "to go around" this summer.

Although the Nation's total electric load continues its steady growth, in some localities the total electric demand during the hot humid summer days may exceed the capability of the available power generating equipment. In that event, voltages may be lowered and certain industrial loads curtailed. If these measures do not correct the situation, then the power supply to whole areas of the country may be interrupted. Whether or not such blackouts will actually occur depend upon (1) how well we conserve electric power this summer, (2) whether or not there will be a prolonged hot spell and (3) whether a number of critical power generator units will remain on the line when and where needed most.

The situation can be alleviated through a sustained energy conservation effort on the part of all. Such an effort will lower the system load and increase the reserve margin to provide for unexpected forced outages of equipment. It will also offer additional advantages: conservation of the Nation's fuel resources; reduced air pollution; and reduced thermal pollution of lakes and rivers.

The Federal Government has prepared a three-pronged program for coping with the emergency power situation and has proposed measures to be followed by the various electric power-consuming groups including (1) industrial and commercial establishments, (2) Government facilities and (3) individual family units.

This plan covers the measures which are to be undertaken at Federal Government facilities. The performance of each Government facility with respect to energy conservation is particularly important because of the example it sets for the rest of the community.

To be effective such a plan requires the cooperation of (1) top management, (2) facility managers and (3) the employees. The responsibilities of each are set forth in the following pages.

Implementation of the measures outlined will result in an appreciable reduction in power demand without adversely affecting the performance of Government functions involved.

Widespread adoption of similar measures by the industrial and commercial sector and by individual families could result in economies sufficient to eliminate the need for voltage reductions, cutting off of electrical loads, or blackouts. Prudent planning, however, dictates that an Electric Power Reduction Plan be developed for each Government facility.

II. RESPONSIBILITIES OF MANAGEMENT OFFICIALS AND FACILITY MANAGERS.

The following should be considered by management officials and facility managers for each facility as the situation warrants:

A. GENERAL.

1. Assign a management official to monitor and supervise the energy conservation effort and staff personnel as necessary to aid in insuring that prescribed measures are being carried out.

2. Publicize the use of strict conservation practices through announcements at staff meetings, notices posted on bulletin boards, and facility newsletters.

3. Encourage implementation of action items listed for accomplishment by occupants and facility managers.

4. In working areas where employees occupy airconditioned buildings, consider advancing the working hours so that quitting time occurs prior to the period of peakload demand at which time airconditioning would be shut down. Consideration would be given to shutting down airconditioning prior to peakload demand if period of shutdown before quitting time would be one hour or less. Staggering office building hours this way will help shave off the peakload demand.

5. Reschedule routine research and development and non-critical test work requiring large amounts of power to avoid peakload period. Postpone such work, if possible, during periods of extended warm weather.

6. Where the situation is critical, relocate personnel so as to require minimum space.

7. Electric Power Reduction Measures noted below should be discussed with (1) utility companies, (2) all organizations sharing occupancy in the facility and (3) appropriate agency officials having real property management responsibilities.

8. In those instances where an emergency occurs requiring implementation of the Electric Power Reduction Measures, a very brief report (one page or less) on the event should be prepared and submitted to agency headquarters and the Regional Director of the Office of Emergency Preparedness.

B. ELECTRIC POWER REDUCTION MEASURES.

1. Introduction. In the event of electrical power shortages, it is necessary that a predetermined plan of action to reduce electrical consumption be available for immediate implementation in all facilities.

2. Responsibility. It shall be the responsibility of management officials, in conjunction with the facility manager, to develop a plan for use in each building under their administrative control where reducing the electrical load can contribute to alleviating the local power shortage.

3. Basic information needed. The electrical-mechanical equipment which can be shut down, or whose electrical requirements can be materially reduced, must be identified. This equipment includes both building equipment under the operational control of the facility manager, and equipment under the operational control of the occupant agencies.

a. Building equipment. Examples of such equipment are: refrigeration compressors; elevators; pumps; supply and exhaust fans; exterior, corridor and special purpose lighting.

b. Occupant equipment. Examples of occupant agency equipment are: ADP and accounting equipment; telecommunications equipment; Xerox and duplicating machines; printing machines; special purpose airconditioning units; coffeepots; hotplates; and office lighting.

4. Occupant action and cooperation. The head of each occupant agency, or appropriate local contact person, shall be advised of the need for such a plan and his full cooperation solicited with respect to the conservation measures to be taken, the identity of the equipment that can be shut down, and that which can have its electrical load materially reduced. Specific locations and the number and sequence of the light fixtures which are to be turned off should be identified. In addition, all employees should be informed beforehand on what should be done to conserve power and what actions to take in the event there is a total blackout.

5. Summation of electrical load reduction. A listing of the building and occupant equipment referenced above shall be prepared. Each item of equipment so noted shall have its approximate kilowatt rating recorded and the total rating of all equipment indicated. In this manner, the total electrical load which may be reduced can be

approximated. The priority or sequential order of equipment shut down must be clearly indicated and followed when the plan is placed in action.

6. Utility company contact. The facility manager, when directed by appropriate management officials, shall contact each utility company serving the buildings under his administrative control, and inform them of his arrangements to reduce the electrical loads therein should such reduction become necessary. Any agreements and all procedures resulting from these arrangements should be reduced to writing. Electrical loads should not, however, be reduced unless so requested by an authorized representative of the local utility company.

7. Control point. Each facility manager, in conjunction with appropriate agency officials, should establish a control point for the purpose of coordinating any requests for reduction of electrical power. Generally this control point will be in the facility manager's office. However, management officials may designate a central control point for metropolitan or other areas where there is a concentration of buildings or facilities.

8. Power reduction. Upon receipt of a request for electrical power reduction, the facility manager, or other designed central control point, shall initiate the planned course of action and reduce electrical loads accordingly. The head of each occupant agency, or local agency contact person, shall be advised as to the time such reduction will be made; the expected duration; and the items of equipment that will be shut down, or usage materially reduced.

9. Restoration of service. Upon receipt of information from the local utility company that normal power will be restored, a systematic restoration of power should be initiated. This will prevent sudden surges of power with possible tripping of circuit breakers. Therefore, each item of equipment which has been shut down or whose load has been reduced, will be returned to normal service in a cyclic manner as determined by the facility manager, or the central control point.

C. SPECIFIC CONSERVATION MEASURES.

1. Corridor and room lighting should be reduced to the maximum extent consistent with safety and security. The above mentioned reductions in light level can be accomplished by turning off selected lights or substituting lamps of lower wattage.

2. Shut down airconditioning equipment to the maximum extent possible on weekends and holidays in buildings unoccupied during those periods.

3. Reduce cooled air supply to unoccupied space such as storerooms and unoccupied family quarters and barracks.

4. Use dedicated standby electric generators, if available, during periods of peakload on the normal supply system.

5. Reduce amounts of outside air used in central air-conditioning systems. Verify that distribution of cooled air through the building is balanced.

6. Keep filter systems clean to insure adequate circulation within the building and minimize fan horsepower.

7. On days expected to be hot, consideration should be given to cooling the building below normal during the night and early morning hours and letting the inside air temperature rise during the afternoon. This action would reduce the cooling requirement and the amount of power consumed by airconditioning equipment during the peakload period.

8. Reschedule the operation of all large motors wherever possible to other than power peak demand periods. Large electric motor-driven water pumps often may be operated at night to replenish storage tanks. Cold storage plant compressors may be shut down over peak demand periods provided action is taken to assure doors to refrigerated space are kept closed. Dehumidifiers for controlled humidity storage may be shut off during peakload demand periods.

9. Where a steam turbine driver is provided as an alternate to an electric motor, the turbine should be operated and the motor shut down.

10. Inspect and repair where necessary the wall and ceiling insulation, caulking, and storm windows of all buildings.

11. Verify that pipe insulation is provided on all steam or hot water lines passing through airconditioned spaces and on all chilled water lines and ducts containing cold air which pass through nonairconditioned space.

12. Verify that all lamps, lighting fixtures, reflectors, and shades are clean.

III. RESPONSIBILITIES OF INDIVIDUAL EMPLOYEES

Upon notification of an impending power shortage by appropriate officials, individual employees should take the following actions as the situation warrants:

1. Utilize minimum artificial lighting during daylight hours in rooms provided with adequate windows or skylight illumination.

2. Keep other unnecessary lights turned off, such as those in storerooms, closets, or other space not being occupied.

3. Shut off lights and appliances when leaving the office or other work area.

4. Keep windows and outside doors closed when airconditioning units are in service.

5. If individual window units are provided, close the damper which admits outside air.

6. If you occupy a room having individual temperature control or equipped with a window unit on days expected to be hot, consideration should be given to cooling the room below normal during the early morning hours and letting the inside air temperature rise during the afternoon. This action would reduce the cooling requirement and the amount of power consumed by the airconditioning equipment during the peakload period.

7. Turn off electric fans, coffeemakers, and other appliances when not required during peakload periods.

8. Schedule the use of all equipment where possible that consumes electricity or generates heat at a time other than the period of peakloads.

9. Do not turn on equipment such as Xerox machines, fans, etc., until needed. Shut equipment off when it is no longer needed.

10. Use the stairs in lieu of elevators, especially at quitting time.

11. Draw or partially close blinds, shades, and draperies on the sunny side of the building.

12. In the event a power shortage does occur and lights go out, carry out the instructions previously given to you by your supervisor.

Att 2

Approved For Release 2003/04/29 : CIA-RDP84-00780R003900060011-4

HEADQUARTERS
EMPLOYEE BULLETIN

ELECTRICAL POWER CONSERVATION IN FEDERAL BUILDINGS

1. The Nation today faces increasing demands for fuel and power, with the greatest impact being felt in the east coast corridor from Boston to Washington. A recent survey conducted by the Joint Board on Fuel Supply and Fuel Transport, under the direction of the Office of Emergency Preparedness, Executive Office of the President, has indicated that critical shortages of electrical power are possible in many areas of the country this summer.

2. This critical situation makes it imperative that all employees cooperate in the overall effort to conserve electrical power and reduce the incidence of brown-outs and blackouts within the Washington area. This can be accomplished by turning off unneeded lights and idle electrical equipment. In the event of power shortages, a major reduction of electrical loads will be necessary; and the Office of Logistics, in concert with the General Services Administration, will develop an orderly shedding of powerloads on a sequential basis according to priority needs.

DISTRIBUTION: ALL EMPLOYEES

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

	UNCLASSIFIED		CONFIDENTIAL		SECRET

OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	Mr. Walton		
2			
3			
4			
5			
6			

	ACTION		DIRECT REPLY		PREPARE REPLY
	APPROVAL		DISPATCH		RECOMMENDATION
	COMMENT		FILE		RETURN
	CONCURRENCE		INFORMATION		SIGNATURE

Remarks: I guess we have to go out with something although there isn't much the individual can do except turn out the lights at the end of the working day.

I do think we should eliminate the last two words of Para 1 of the Bulletin (i.e. "this summer") inasmuch as "this summer" is just about over.

AGREE

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
	5/16/74

UNCLASSIFIED	C	SECRET

FORM NO. 237 Use previous editions
1-67

TRANSMITTAL SLIP	DATE 17 August 1971
TO: Mr. Wattles	
ROOM NO. / BUILDING	

REMARKS:

Recommend your signature.

CNI

FROM:

ROOM NO.	BUILDING	EXTENSION

FORM NO. 241 REPLACES FORM 36-8 WHICH MAY BE USED. (47)
1 FEB 55